

**CITY OF FAIRFAX
EROSION AND SEDIMENT CONTROL
SUBMISSION PACKAGE**



April 2012

TO THE APPLICANT:

An Erosion and Sediment Control (E&S) Plan is required for land disturbing activities exceeding 2,500 square feet in the City of Fairfax. Land disturbing activity means any land change which may result in soil erosion from water or wind and the movement of sediments into state waters or onto lands in the Commonwealth, including, but not limited to, clearing, grading, excavating, transporting and filling of land. This plan may be used in conjunction with a site, subdivision, plan of development or may be submitted alone for single lot residential construction and improvements.

The E&S plan review process is initiated after the applicant has attended a mandatory meeting with City Staff and by the applicant's submission of the application package, plans and review fee. Ten (10) copies of the plan and a "pdf" version are required for City review. The submitted E&S plan is reviewed by City staff for Code compliance. Staff will provide a written comment letter for corrections by the applicant and / or engineer within 30 days.

For resubmission of the plan, a comment response letter must be stapled to each copy of the corrected plan and ten (10) copies of the plan and a "pdf" version provided to the City for second review. If the plan meets Code compliance, the Erosion and Sediment Control Plan will be approved by signature of the Director of Public Works. This second and any subsequent review cycles can take up to 15 additional days. There are no resubmission fees for subsequent reviews.

A conservation deposit is required along with a completed City of Fairfax Siltation Agreement prior to release of the approved E&S plan. Once the bond is approved by the City, the approved plan will be released to the applicant with issuance of a Grading Permit. At this time the building permit application should be approved by signature of the Zoning Staff.

Upon satisfactory completion of construction, a Residential Use Permit or Non-Residential Use Permit may be obtained. Bonds will be released after an as-built plan and a warranty bond are submitted, reviewed, and approved. The warranty bond will be released after passing final site inspection pending completion of the bond release process including the final site inspection of all warranty improvements.

The attached explanatory materials regarding the Erosion and Sediment Control Plan review process will assist in preparation of your plan. If you have questions pertaining to the process, please contact the Zoning Office 385-7820. If you have specific technical questions pertaining to the proposed grading and /or Erosion and Sediment (E&S) controls, please contact the City Engineer, 703-385-7810.

Sincerely,

Michelle Coleman
Deputy Director/ Zoning Administrator

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IMPORTANT PHONE NUMBERS All AREA CODE (703)

City Utilities	385-7920
Facilities Inspector	385-7828
Fire Marshal/Building Official	385-7830
Health Department	246-2541
Planning Director	385-7930
Public Works Director	385-7810
Street Superintendent	385-7893
Zoning Administrator	385-7820
Architectural Review	385-7930

PLEASE NOTE: Failure to obtain City approval for changes to an approved Site Plan or to install improvements and facilities according to the City approved plan **could result in civil penalty fines and other legal remedies** available to the City.

APPLICANT'S GUIDE **FOR** **EROSION AND SEDIMENT CONTROL REVIEW PROCESS AND CONSTRUCTION**

Submit all applications and bonding documents to:

City of Fairfax
City Hall Annex, Room 207
Department of Community Development and Planning
Zoning Division
10455 Armstrong Street
Fairfax, VA 22030

STAGE I PRE-SUBMISSION CONTACT

- * All applicants must contact the Division Chief for Land Use Planning at 703.385.7930 prior to submission of the site plan application and plans to discuss the land development proposal. The pre-submission contact will result in the assignment of a Project Planner to serve as the point of contact throughout the review process. **Projects are not accepted for review without the pre-submission contact.**

STAGE II APPLICATION SUBMISSION

- * Applications for E&S review that contain the following items are acceptable for Intake Processing:
 - A. E&S Application
 - B. Property Owner Affidavit (printed on cover page of plan set)
 - C. E&S Checklist (printed on cover page of plan set)
 - D. Water Quality Impact Assessment & Waiver Application
 - E. Tree Removal Application
 - F. Plans (every submission 10 paper copies **and** “pdf” electronic format)
 - G. GIS “dxf” electronic format at final submission
- * Where applicable, any Special Exception, Variance and Special Use Permit approvals by City Council or the Board of Zoning Appeals must be obtained prior to site plan submission. The specific application requirements, forms and fees for these approvals are available from the City’s website www.fairfaxva.gov or Zoning Division staff.

STAGE III EROSION AND SEDIMENT REVIEW

- * E&S plans are circulated to the plan review staff in the following City departments: Public Works, Utilities, Building Code/Fire Marshal, and any other department that may need to provide staff review comments.
- * Review comments are compiled by the Project Planner and sent to the applicant's representative for consideration. The applicant's response (in letter format to the Project Planner) to staff's comments must accompany all plan revisions.
- * Architectural review and approval for building designs, landscaping and screening for all zoning districts except (single-family residences outside of the Old Town Fairfax Historic District and Transition District) and certain signage must be approved by the Board of Architectural Review.
- * Building construction plans may be submitted to the Office of Building and Fire Code Administration for review and consultation with the Plan Review prior to site plan approval. **Applications for building permits will not receive Zoning compliance review and endorsement until the final site plan approval is obtained.**
- * Subdivisions (if proposed) may require preliminary and final subdivision plats to be approved by the Planning Commission or Director of Public Works. The specific application requirements, forms and fees for these approvals are available from the City's website or Zoning Division staff.
- * E&S plans (*residential w/o site plan*) will receive an approval signature by the Director of Public Works after the required *siltation agreement and conservation deposit* has been accepted, reviewed and approved. All other required permits, approvals and/or agreements (ie grading permit, tree removal permit, floodplain permit and stormwater detention/best management practice agreement) and any associated fees will be accepted for processing after submission of the final response to staff comments and upon satisfying the Bond Submission package requirements.
- * E&S plans (*commercial w/ site plan*) will receive all approval signatures after the required *surety bond or letter of credit, site agreement, and siltation agreement and conservation deposit* has been accepted, reviewed and approved. All other required permits, approvals and/or agreements (ie grading permit, tree removal permit, floodplain permit and stormwater detention/best management practice agreement) and any associated fees will be accepted for processing after submission of the final site plan revisions and upon satisfying the Bond Submission package requirements.
- * Documents (i.e. bond and site agreements, grading permit, tree removal permit, stormwater detention/best management practice agreement, siltation agreements and conservation bond and all associated fees) will be circulated for review and approval by appropriate authorities when all requirements are met.

- * The approved E&S plan will be released to the applicant once the plan has been submitted in a “dxf” format for the City’s GIS update. (Additional information regarding “dxf” format is available from the City’s GIS Analyst, 703.246.6331 and is the last page of this document.)
- * Building permits may be issued by the Office of Building and Fire Code Administration and street opening permits may be issued by the Department of Public Works **after the final site plan is approved.**

STAGE IV CONSTRUCTION

- * A pre-construction meeting is required before ANY activity takes place on site. It is recommended that a preconstruction meeting be scheduled at least one (1) week in advance of planned start of any site activity. To schedule a preconstruction meeting, contact the Facilities Inspectors at 703.385.7828. **Failure to schedule a pre-construction meeting prior to site activity will result in a Stop Work Order by the Facilities Inspector and/or Building Code Inspector.**
- * Written notices providing information to residents in the affected area (in most cases, one block from the construction activity) must be delivered one week before the beginning of construction activity and three days prior to any disturbance of utilities. The Facilities Inspector must be copied on all notices and a list of addresses that received notices must be provided.
- * Following a preconstruction meeting, limited clearing is allowed for installation of erosion and sediment controls.
- * Inspection of installed erosion and sediment controls and construction entrance is required before approval is given to begin land clearing activities.
- * Construction noise is allowed only between the hours of 7:00 AM and 6:00 PM on weekdays and 8:30 AM and 5:00 PM on Saturday **ONLY**. No construction noise is allowed during Sunday, evening/night hours and public holidays.
- * Work hours in the Right-of-Way are from 9:00 AM to 3:00 PM on weekdays, or as outlined in the approved ROW/Easement Permit.
- * Right-of-Way and On-Site Construction Inspection Fees are billed at the beginning of the project. A Right-of-Way/Easement Permit is required prior to starting work in any City Right-of-Way or Easement. Each road cut requires a separate traffic control plan for the particular work zone. Payment must be received for Right-of-Way and On-Site Construction Inspection Fees before a ROW/Easement Permit will be issued.
- * All site construction is monitored for adherence to requirements by the Facilities Inspector until the project is complete. Building construction is monitored by the Building Inspector from Code Administration.

STAGE V BOND ADMINISTRATION

- * To assist in completion of the remainder of this process, a separate bonding package will be provided by the City of Fairfax Development Bond Administrator (703.385.7930).
- * Bond reductions may be requested as the project progresses up to 80% maximum reduction of the original site bond amount. A written request for bond reduction must be submitted on company letterhead, accompanied by completed amounts as certified on the City of Fairfax Surety Value Estimate form, and associated fees paid.
- * At the satisfactory completion of 80% of site improvements and/or within 30 days of the issuance of the permanent or temporary Certificate of Occupancy from the Office of Building and Fire Code Administration an as-built plan, formal written request (on company letterhead) for release of the site and siltation bonds and associated fees must be submitted to the City Development Bond Administrator for agency review.
- * A temporary Residential or Non-Residential Use Permit may be issued to accommodate weather related delays for completion of **landscaping and paving only**.
- * After approval of the as-built plan, a two-year warranty bond must be submitted for approval with the associated surety review fee. The original site and siltation bonds will then be returned to the applicant.
- * A permanent Residential or Non-Residential Use Permit will be issued upon satisfactory compliance with all required improvements to provide safe public and emergency access.
- * Approximately three (3) months prior to warranty bond expiration, a letter from the City Development Bond Administrator will be mailed to the applicant; however this may be initiated by the bonding agent for the developer no sooner than three (3) months prior to warranty bond expiration.
- * The applicant will then be instructed to submit a formal request in writing (on company letterhead) for release of the warranty bond and pay the associated bond release fee. This request must be made prior to the expiration of the warranty bond.
- * Upon satisfactory inspection by the City Public Works Department Facilities Inspector, the original warranty bond will then be returned to the applicant.

STAGE VI AMENDMENTS TO APPROVED SITE PLANS

- * Changes to an approved site plan will be processed as a Site Plan Amendment.
- * Final Design plans by **Virginia Power** for electric service must have **City Staff authorization prior to installation.**
- * **Failure to obtain City approval of any changes or to install improvements and facilities according to the City approved plan may result in civil penalty fines and other legal remedies available to the City.**



Office Use Only

Plan # _____

Date _____

CITY OF FAIRFAX
DEPARTMENT OF COMMUNITY DEVELOPMENT AND PLANNING
Erosion and Sediment Control Plan Application

Project Name: _____

Project Address: _____

Tax Map Number: _____

Property Owner: _____

Address: _____

Phone Number : _____/e-mail address: _____

Applicant: _____

Address: _____

Phone Number : _____/e-mail address: _____

Engineer, Surveyor or Landscape Architect: _____

Address: _____

Contact Person: _____ Phone Number : _____

e-mail address: _____

FEES:

Erosion & Sediment Plan Review (#313310)

Base fee of \$550.00 up to ½ acre of disturbed land, Acre:_____ Fee:\$_____**includes 1 site inspection; each additional inspection is \$100.00****Base fee of \$550.00 plus \$100.00 per acre or fraction thereof, Acres:_____ Fee:\$_____****Includes 1 inspection, each additional inspection is \$100.00****Reinspection following violation @ \$200.00; \$300. if a stop work order has been issued (per inspection)****After-Hours Inspection fee @\$200.00 minimum up to 4 hours****Overtime Related to Inspections @ 150.00****Rescheduling fee for site inspection \$45.00****RPA delineation/determination \$275.00**

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CITY OF FAIRFAX
 10455 Armstrong Street, Room 207A
 Fairfax, VA 22030
 Phone: 703-385-7820 Fax: 703-385-7824

TREE REMOVAL PERMIT APPLICATION

**FEES: Individual Residential Lot \$10.00 /
 Residential Development Project \$100.00 / Other \$50.00 (Commercial)
 Account # 316464**

Tax Map No.: _____

Permit No: _____

City of Fairfax Code Section 110-252(a) Permit Required:

"No person shall remove or destroy any tree which is five (5) inches or greater in caliper, measured six (6) inches above ground level, on any lot larger than one-half (½) acre without first obtaining a tree removal permit from the Zoning Administrator in accordance with the procedures set forth in this division. Further, no person shall remove or destroy any such tree located in the common open space of any development without first obtaining a tree removal permit."

Application is hereby made by the undersigned for a permit to remove a tree(s) on the premises known as:

 (Address)

Name of Applicant: _____

Address of Applicant: _____

Telephone Number: _____

Person or Firm Removing Tree(s): _____

The following information is provided on the tree(s) to be removed:

Number of Trees: _____

Location of Tree(s): _____

Size of Tree(s): _____

Species: _____

Reason for Removal: _____

I, _____ hereby accept full responsibility for damage caused by the
 (Print Name)

removal of any tree(s) covered by this permit: _____.

(Signature)

 I, _____ owner/owner's agent agree to this application for
 Tree Removal Permit. (Print Name)

 (Signature)

 (Phone Number)

 (Date)

 (Address)



CITY OF FAIRFAX
 10455 Armstrong Street, Room 207A
 Fairfax, VA 22030
 Phone: 703-385-7820 Fax: 703-385-7824

A Tree Management Plan must be submitted for any land development activity and for any tree removal project as requested by the Zoning Administrator.

VIOLATIONS AND PENALTIES

City of Fairfax Code Section 110-9(c)(1):

Any person, whether owner, lessee, principal, agent, employee or otherwise who commits, permits, assists in or attempts any violation of the following provisions, whether by act or omission, shall be punishable by a civil penalty of \$200.00 for the initial violation and \$500.00 for each additional violation of the same Code section.

City of Fairfax Code Section 110-253 (Acts harmful to trees):

(a) No person shall abuse, mutilate or otherwise damage any tree located on public property, or any tree protected by section 110-253, including those located in the public right-of-way along street frontages within subdivisions. However, nothing in this division shall be construed to prevent reasonable and proper trimming of trees located on public property by authorized persons in accordance with accepted horticultural practices.

(b) No person shall attach any sign, notice, placard, electrical wire or other injurious device to any tree, nor shall any person cause any substance harmful to trees to come in contact with them, or prevent water and oxygen from reaching their roots.

(c) No person shall cover the ground with impervious material any closer to the trunk of a tree than its dripline. This provision may be waived by the zoning administrator if he determines that the proposed action will not harm the tree.

REMOVAL OF VEGETATION IN RPA COULD RESULT IN ADDITIONAL PENALTIES AND FINES

City of Fairfax Code Section 110-84(b)(2) (Development and redevelopment in Chesapeake Bay preservation areas):

Indigenous vegetation shall be preserved to the maximum extent practicable consistent with the use and development proposed and in accordance with the "Virginia Erosion and Sediment Control Handbook."

a. Existing trees shall be preserved outside the limits of disturbance; however, diseased trees or trees weakened by age, storm, fire or other injury may be removed.

b. Clearing and grading shall be limited outside the defined limits of disturbance. Clearing shall be allowed only to provide public roads, necessary access, positive site drainage, water quality BMPs, and the installation of utilities, as approved by the zoning administrator.

c. Prior to clearing or grading, suitable protective barriers, such as safety fencing, shall be erected at the drip line of any tree or stand of trees to be preserved. These protective barriers shall remain so erected throughout all phases of construction. The storage of equipment, materials, debris, or fill shall not be permitted within the area protected by the barrier.

BAR APPROVAL

Proposal meets design criteria of section 110-958 per section 110-1075: Circle one YES NO

Approved by: _____ Date: _____
 (BAR Liaison)

Application Approved by: _____ Date: _____
 (Zoning Administrator)

Fee Paid: _____ Receipt No. _____ Date: _____

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CITY OF FAIRFAX
 10455 Armstrong Street, Fairfax, VA 22030
 Community Development and Planning
 Phone: 703-385-7820 Fax: 703-385-7824
Grading, Filling or Excavating Permit
Account # 313310

___ Major (PW Director approval required for E&S Control Plan – RLD – Fee and Bond)
 ___ Minor (Zoning Administrator approval required)

Development Name/Location: _____ S.P. # _____

Amount of disturbed area: _____ Reason: _____

AUTHORIZATION STATEMENT

Pursuant to City Code Sections 110-338 and 110-339 and insofar as the Director of Public Works/Zoning Administrator (Director/Administrator) has the right and power, PERMISSION is hereby given to (add name of land disturber) _____ Tel. No. (o) _____ (c) _____ to grade, fill, excavate, remove or destruct a portion of the natural topsoil or trees or other vegetative cover as shown on the approved (check one) ___ Erosion and Sediment Control or ___ Grading plans of the aforementioned development and/or attached sketch.

Said major or minor grading, filling and excavating work to be completed in a manner satisfactory to the Director/Administrator as inspected by the City's Site/Facilities Inspector, and if not so completed the Director may, at its discretion, complete the major work at the expense of the applicant. The Administrator may, at its discretion, issue civil penalty fines for major and minor work not completed according to the approved plan. The City of Fairfax reserves full municipal control over the subject matter of this permit.

Receipt acknowledges payment to the Treasurer, City of Fairfax, in the amount of \$ _____ (Inspection and Review fee) and \$ _____ (Performance Bond) to guarantee the faithful performance of the major work referred to herein. No fee or bond required for minor work.

Approval Date: _____ Time Limit Expiration _____

By: _____
 Director/Administrator

ACKNOWLEDGEMENT STATEMENT

This permit is accepted and understood to be limited to work as shown on the approved plan and as attested to by the following signatures:

Property Owner Name: _____ Signature: _____

Address: _____ Zip Code _____

Contractor Name: _____ Signature: _____

Address: _____ Zip Code _____

Note: THIS PERMIT MUST BE KEPT ON THE WORK SITE AND SHOWN WHEN REQUESTED.

This permit becomes invalid upon expiration of the time limit. An extension of time may be requested if the work is underway but not completed.

ZA/ form, permit_grading permit, mdc4 (11/11)

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RESPONSIBLE LAND DISTURBER CERTIFICATION

Effective July 1, 2001

Amendments to the Virginia Erosion and Sediment Control Law, §§ 10.1-563 and §§ 10.1-566 of the Code of Virginia

Revisions to the Virginia Erosion and Sediment Control Law require, as a prerequisite to the approval of an erosion and sediment control plan, that the person responsible for carrying out the plan (owner/developer/permittee) shall provide to the plan approving authority the name of an individual holding a certificate of competence (Virginia Professional Engineer, Virginia Land Surveyor, Virginia Landscape Architect, Virginia Architect, Combined Erosion and Sediment Control Administrator, Erosion and Sediment Control Administrator, Erosion and Sediment Control Plan Reviewer, Erosion and Sediment Control Inspector, Erosion and Sediment Control Contractor, Responsible Land Disturber) issued by the Department of Conservation and Recreation (DCR) who will be responsible for carrying out the land disturbing activity. Please note that a contractor's business license issued by the State or City does not satisfy the requirement for certification from DCR; a special exam on the principles and practices of erosion and sediment control is required to obtain this certification (www.dcr.state.va.us/sw/es_rld.htm). This information must be kept current for the life of the plan. Plans approved prior to July 1, 2001 are not subject to this requirement. The requirement is applicable to the following plan types:

Use this form to provide the responsible land disturber to the City of Fairfax prior to permit approval and whenever the individual responsible for carrying out the land disturbing activity changes during the life of the approved plan.

OWNER /DEVELOPER/PERMITTEE INFORMATION

PROJECT NAME _____ SITE PLAN # _____

PROJECT ADDRESS _____

TAX MAP AND PARCEL # _____

OWNER/ DEVELOPER/PERMITTEE _____

RESPONSIBLE LAND DISTURBER INFORMATION

NAME _____

ADDRESS _____

PHONE # _____ CERTIFICATE/LICENSE # _____

SIGNATURE /DATE _____

RETURN TO: CITY OF FAIRFAX, COMMUNITY DEVELOPMENT & PLANNING

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This program is referred from Fairfax County.

FREQUENTLY ASKED QUESTIONS (FAQ) ON THE RESPONSIBLE LAND DISTURBER PROGRAM AND REVISIONS TO THE VIRGINIA EROSION & SEDIMENT CONTROL LAW

To better serve our clients and to promote more effective communication on the recent revisions to the Virginia Erosion and Sediment Control Law, DCR has prepared this Frequently Asked Questions (FAQ) document. While this document may not answer every possible question, it covers many issues that have been frequently raised by others. We hope this document clarifies some of these issues. This document was last revised on **4/19/03**.

Must erosion and sediment control plan, agreement in lieu of plan, and land disturbing permit applicants name a Responsible Land Disturber?

Yes, as of July 1, 2003 the applicant must provide the name of an individual holding a valid Responsible Land Disturber Certificate who will be responsible for the land disturbing activity prior to engaging in the land disturbing activity. As of July 1, 2003, the applicant no longer must provide to the Plan-Approving Authority the name of an individual holding a valid Responsible Land Disturber Certificate who will be responsible for the land disturbing activity as a prerequisite for approval for all erosion and sediment control plans, agreements in lieu of a plans, or land-disturbing permits. The name of the Responsible Land Disturber must still be provided. Please Note: Only the date at which it must be provided has been changed to prior to engaging in land disturbing activity.

Does a local plan approving authority have the option to waive the Responsible Land Disturber requirement for an agreement in lieu of plan for construction of a single-family residence?

Yes, provided that no erosion and sediment control violation occurs during the land disturbing activity. If a violation occurs then the applicant must correct the violation and provide the name of a Responsible Land Disturber who will be in charge of and responsible for the land disturbing activity. Please note, the option to waive the Responsible Land Disturber requirement is permitted only for an agreement in lieu of plan for construction of a single family residence and only if no violations occur.

Who is the Responsible Land Disturber and what does he/she do?

The Responsible Land Disturber can be anyone from the project team or development team holding a valid Responsible Land Disturber Certificate who will be in charge of and responsible for carrying out the land disturbing activity for the project.

When do the new requirements for Responsible Land Disturber Certification become effective?

The latest revisions become effective July 1, 2003.

What if I submit my plan, agreement in lieu of a plan, or land-disturbing permit before July 1, 2003?

Date of submission will not be a consideration. All regulated land-disturbing activities occurring on or after July 1, 2003 will require the applicant to provide the name of an individual holding a valid Responsible Land Disturber Certificate prior to engaging in the land disturbing activity.

What if I already provided the name of a Responsible Land Disturber to the Program Authority on my approved erosion and sediment control plan, permit or agreement in lieu of plan?

If you have already provided the name of your Responsible Land Disturber and you have not changed your Responsible Land Disturber, you do not have to resubmit the name of your Responsible Land Disturber. If the Responsible Land Disturber changes, then you will have to resubmit the name of the current Responsible Land Disturber.

Who is ultimately responsible for the land disturbing activity?

The landowner is still ultimately responsible for all land disturbing activities on a project.

Who ensures that the plan, agreement in lieu of plan, or land-disturbing permit applicant provides the name of a Responsible Land Disturber?

The Program Authority (local government) shall ensure that the name of a Responsible Land Disturber is provided as a prerequisite to engaging in land disturbing activity.

How can the Program Authority ensure that the certification information given by an applicant is correct?

The Virginia Department of Conservation and Recreation (DCR) has made available on its website at www.dcr.state.va.us/sw/es_rld.htm a list of individuals recognized as Responsible Land Disturbers and their certificate expiration dates.

How can I obtain a Responsible Land Disturber Certificate?

DCR has developed a certification program that provides learning materials and an examination to obtain a Responsible Land Disturber Certificate. This program is available via our website at www.dcr.state.va.us/sw/es_rld.htm

Can I be considered a Responsible Land Disturber if I've already obtained a different certification from DCR?

Yes, over 7,000 individuals hold valid Combined Administrator, Program Administrator, Plan Reviewer, Inspector, and Contractor certificates. These individuals will be considered Responsible Land Disturbers without further training, certification, or fees. Their names and certificate expiration dates can be verified on our website at www.dcr.state.va.us/sw/estr&crt2.htm#lists *Please note that the Responsible Land Disturber shall be a member of the project team or development team not an employee of the Plan- Approving Authority or local government.

Can I be considered a Responsible Land Disturber if I have Virginia Professional Engineer, Land Surveyor, Landscape Architect, or Architect License?

Yes, an individual holding a valid Virginia Professional Engineer, Land Surveyor, Landscape Architect, or Architect License will be considered a Responsible Land Disturber without further training, certification, or fees. Their names, license numbers, and license expiration dates can be verified on the Virginia Department of Professional and Occupational Regulation website at www.dpor.state.va.us/regulantlookup/

What happens to land disturbing projects with approved erosion and sediment control plans, agreement in lieu of plans, or land-disturbing permits that don't provide a valid Responsible Land Disturber's name prior to engaging in land disturbance?

As of July 1, 2003, projects that have not provided the name of a Responsible Land Disturber prior to engaging in land disturbance would be deemed in violation and a notice to comply would be issued to the owner, by the program authority, requiring a Responsible Land Disturber be named by a specific date. Approval of the erosion and sediment control plan may also be revoked as a result of this violation.

Is this requirement in effect throughout Virginia on July 1, 2003 even though local ordinances have not yet been updated to include the requirement?

Yes. This requirement is the law throughout Virginia effective July 1, 2003. Local governments will need to update their local ordinances to include this new law requirement. Excerpting the actual text of the state law and inserting this text into the appropriate location in the local ordinance can simplify and expedite the updating process.

For More Information Please Contact: E-MAIL: dcrexam@dcr.state.va.us
TOLL-FREE HOTLINE: 1-866-DCR-EXAM

Shenandoah Watershed Office
 Route 4, Box 99-J
 Staunton, VA 24401
 Phone: (540) 332-9991
 Fax: (540) 332-8956

James Watershed Office
 101 N. 14th Street, 11th Floor
 Richmond, VA 23219
 (804) 225-4468
 (804) 527-4483 Fax

Potomac Watershed Office
 98 Alexandria Pike, Suite 33
 Warrenton, VA 22186
 Phone: (540) 347-6420
 Fax: (540) 347-6423

York/Rappahannock Watershed Office
 Post Office Box 1425
 Tappahannock, VA 22560
 Phone: (804) 443-6752
 Fax: (804) 443-4534

Upper Tennessee & Big Sandy

(UTBS) Watershed Office
 252 W. Main St., Suite 3
 Abingdon, VA 24210
 Phone: (540) 676-5529
 Fax: (540) 676-5527

Roanoke Watershed Office
 411 Boyd Street
 Chase City, VA 23924
 Phone: (804) 372-2191
 Fax: (804) 372-4962

New River Watershed Office
 Post Office Box 1506
 148 Broad Street
 Dublin, VA 24084
 Phone: (540) 643-2590
 Fax: 643-2597

Chowan, Albermarle, & Coastal
 Watershed Office
 1548-A Holland Road
 Suffolk, VA 23434
 Phone: (757) 925-2468
 Fax: 925-2388

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**CITY OF FAIRFAX
DEPARTMENT OF COMMUNITY DEVELOPMENT AND PLANNING**

Water Quality Impact Assessment (WQIA) and Waiver Application

The Water Quality Impact Assessment requirements are described on the following pages. Please review these requirements, compute your WQIA calculations (or waiver request) and complete the following application including Sections I, III, IV as applicable. The request to waive the requirement for a WQIA can be made by completing Section II.

Submit the completed application, WQIA calculations (or waiver request) and review fee along with the Erosion and Sediment application and fees to the Department of Community Development and Planning, Zoning Division.

**WQIA review fees: \$110 per individual residential lot or \$330 for other development
Account #316462**

Project Name: _____

Project Address: _____

Tax Map Number: _____

Property Owner: _____

Address: _____ Phone: _____

E-mail: _____

Applicant (If different from Owner): _____

Address: _____

E-mail: _____

Engineer: _____

Address: _____ Phone: _____

Land Surveyor (if different): _____

Address: _____ Phone: _____

Wetlands Expert (if different): _____

Address: _____ Phone: _____

Department of Community Development and Planning
City of Fairfax, Virginia

The Water Quality Impact Assessment is conducted to identify the impacts of proposed development on water quality and lands within resource protection and resource management areas; to ensure that where development does take place it is located on those portions of a site and in a manner that is least disruptive to the natural functions of the land and to specify mitigation measures to address water quality protection.

The applicant shall submit a WQIA in accordance with Section 110-85(b) for:

1. Any proposed land disturbance , development or redevelopment within a resource protection area including any buffer area modification or reduction as provided for in section 110-84; or
2. Any proposed development or redevelopment in the resource management area that may significantly impact water quality due to the unique characteristics of the site or intensity of the proposed use or development.
3. Upon determination that the proposed development or redevelopment would not significantly impact water quality, the zoning administrator may waive this requirement as stated in subsection 110-80(e).

I. Development Characteristics

You must submit either a minor or major WQIA for your project unless you receive a waiver. The below conditions will determine whether you submit a major or minor WQIA.

Submit a **Minor WQIA** if you answer “Yes” to either of these development characteristics (Section 110-85(c)):

_____ 5,000 square feet of disturbance or less

_____ Encroachment onto the landward 50 feet of the 100-foot buffer area

(Skip to Section III, Minor WQIA Requirements)

Submit a **Major WQIA** if you answer “Yes” to any of these development characteristics (Section 110-85(d)):

_____ Over 5,000 square feet of disturbance

_____ Encroachment onto the seaward 50 feet of the 100-foot RPA buffer area

_____ Location in the resource management area and is deemed necessary by the Zoning Administrator.

(Skip to Section IV, Major WQIA Requirements)

II. WQIA Waivers

_____ Check here if you plan to submit a WQIA waiver request.

To submit a WQIA waiver request, attach a report detailing how the proposed development or redevelopment does not significantly impact water quality.

III. Minor WQIA Requirements (Section 110-85(c))

The minor WQIA calculations will demonstrate that the remaining buffer area and best management practices will result in removal of no less than 75 percent of sediments and 40 percent of nutrients from post development stormwater runoff.

Requirements for a minor WQIA scaled site drawing include:

- 1) Location of the components of any RPA, including the 100 foot buffer area;
- 2) Location and nature of proposed improvements, including:
 - a. Type of paving material;
 - b. Areas of clearing or grading;
 - c. Location of any structures, drives, or other impervious cover; and
 - d. Sewage disposal systems or reserve drain field sites;
- 3) Type and location of proposed best management practices to meet the required general performance standards specified in Section 110-84;
- 4) Location of existing vegetation on site, including the number and type of trees and other vegetation to be removed to accommodate the encroachment or modification; and
- 5) A revegetation plan that supplements the existing buffer vegetation in a manner that provides for pollutant removal, erosion and runoff control.
- 6) Certification of all required information as complete and accurate by a Class IIIB certified land surveyor and a certified wetlands delineator.

IV. Major WQIA Requirements (Section 110-85(d))

Requirements for a major WQIA include:

- 1) All of the information required in a minor WQIA (Section III above);
- 2) Hydrological element that describes:
 - a. Existing topography;
 - b. Estimates of soil characteristics and potential for erosion;
 - c. Hydrology of the area;
 - d. Proposed mitigation measures; and
 - f. Listing of requisite permits with permit or application status.

- 3) Landscape element that describes:
 - a. Existing trees required to be identified as part of a Tree Management Plan in accordance with subsection 110-252(c);
 - b. Limits of clearing and grading;
 - c. Trees and indigenous vegetation that are to be preserved within the disturbed area;
 - d. Measures to be taken to protect vegetation, proposed plantings and other vegetative measures used to enhance water quality; and
 - e. Proposed construction schedule that includes all activities related to clearing, grading and proposed plantings.
- 4) Such other measures as deemed necessary by the Zoning Administrator to ensure the impact to water quality can be accurately predicted; and
- 5) Certification of all required information as complete and accurate by a Class IIIB certified land surveyor and professional wetlands delineator.

V. Evaluation Procedure (Section 110-85(f))

Minor WQIA

The Zoning Administrator shall determine if any proposed modification or reduction to the buffer area is consistent with the provisions of this division and make a finding based upon the following criteria:

110-85(f)1.	Minor WQIA Criteria	Satisfied (Y/N)
a.	The proposed encroachment is necessary and there is no other location on site to place improvements without disturbing the buffer area.	
b.	The impervious surface is minimized.	
c.	The proposed best management practices, where required, achieve the requisite reductions in pollutant loadings.	
d.	The development, as proposed, meets the purpose and intent of this division.	
e.	The cumulative impact of the proposed development, when considered in relation to other development in the vicinity, both existing and proposed, will not result in a significant degradation of water quality.	
f.	Any other information deemed necessary by the Zoning Administrator.	

Major WQIA

The Zoning Administrator shall determine if the proposed development is consistent with the purpose and intent of this division and make a finding based upon the following criteria:

110-85(f)2	Major Water Quality Criteria	Satisfied (Y/N)
a.	The disturbance of any wetlands is minimized.	
b.	The development will not result in significant disruption of the hydrology of the site.	
c.	The development will not result in significant degradation to aquatic life.	
d.	The development will not result in unnecessary destruction of plant materials on site.	
e.	Proposed erosion and sediment control concepts are adequate to achieve the reductions in runoff and prevent offsite sedimentation.	
f.	Proposed stormwater management measures are adequate to control the stormwater runoff to achieve the required performance standard for pollutant control.	
g.	Proposed revegetation of disturbed areas will provide optimum erosion and sediment control benefits.	
h.	The design and location of any proposed drain field will be in accordance with the general performance standards outlined in section 110-84.	
i.	The development, as proposed, is consistent with the purpose and intent of this division.	
j.	The cumulative impact of the proposed development, when considered in relation to other development in the vicinity, both existing and proposed, will not result in a significant degradation of water quality.	

WQIA Approved/ Waiver Approved

Special Projects Engineer

Date

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City of Fairfax Digital Data Submission Requirements for GIS

Background:

The City of Fairfax has developed a geographic information system (GIS) to store, manage, and maintain geographic data. The local land development, engineering, and surveying communities have also embraced digital technologies in their own fields. Because development plans are now created using computer aided design and drafting (CAD) software, it is the goal of the City of Fairfax to utilize these techniques to enhance and expedite the design and plan review process within the City and help maintain a digital database of geographic information. For this, requirements have been implemented to allow CAD and other GIS data to be integrated into the City's GIS while preserving the referential and positional accuracy of the original measurements.

Requirements:

1. Data *must* be in DXF format if from AutoCAD, Microstation or another Cad software program, or ESRI Shapefile if from a GIS software program. (DWG and DGN files will *not* be accepted)
2. Data *must* be projected in Virginia State Plane North, NAD 83 Harn. Data *must* fit in seamlessly with City's GIS data layers.
3. Data *must* be separated into *individual* thematic layers and labeled accordingly.

Layers Required (project dependant)

Building footprints

Parking configuration (including islands, no parking stripes) (Commercial)

Driveways (Residential)

Street Centerlines

Parcel / Property boundaries

Utility Lines (sewer, water, electric, gas, fiber optic cable, phone lines, etc.)

Sidewalks

Easements

Landscaping/tree cover (post development)

Topography (to include vertical datum reference in National Geodetic Vertical Datum of 1929 (NGVD29)).

Minimum of four (4) digital grid tics in NAD 83 Virginia State Plane Coordinate System.

Right-of-way

Stormwater lines, structures, outlets

Best Management Practice (BMP) (include polygon showing drainage area to each BMP)

4. A text file or word document *must* accompany the digital data with a description of each layer. POCs for electronic plat submission requirements are with Maurice Rioux, GIS Manager with the Dept. of Information Technology at maurice.rioux@fairfaxva.gov

This information is also available on the City's website www.fairfaxva.gov/it/gis.asp

Department of Community Development and Planning
City of Fairfax, Virginia

CITY OF FAIRFAX
SURETY VALUE ESTIMATE

A.	Estimate to:	(Check One) Establish New Surety [] Other: []	New Unit Prices [] Reduce Surety on File []
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Lines 1 - 8 to be completed by Engineer or Land Surveyor

1. Plan Name: _____ Plan # _____

2. Map Reference:

1	2	3	4	5	6	7	8

3. Zoning Category: _____

4. Location: _____

5. C.L. Lin. Ft. Street: _____ Acres: _____ Lots/DU's: _____

6. Type of Project: _____ Months / Time Limit: _____

7. Engineer or Surveyor (Firm): _____
Address / Telephone: _____

8. Prepared by: _____
Date: _____

B.	Developer Application for Reduction of Surety Amount
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Lines 9 - 14 to be completed by Developer to request reduction of surety

9. Prior to filing this application with the City Bond Development Administrator for confirmation by site inspector, PLEASE COMPLETE the information requested on lines 11 - 14 below.

10. Failure to furnish all requested information will result in delays in submission of this application and further delays in the processing of the reduction of the securities for the project.

11. [] An estimate, prepared by a professional engineer/surveyor is attached.

12. [] A fee in the correct amount is enclosed.

13. The agreement for this project expires on: _____ / _____ / _____ (Date).

14. The undersigned developer / subdivider represents and certifies to the best of their knowledge, information, and belief, all work for which this request for partial security reduction is submitted has been completed in full, in accordance with the approved plans and the conditions and terms of the Agreement and Security specified herein.

Firm Name	Signature	Date
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Street Address	City	State	Zip Code	Telephone
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C.	Public Utilities Branch - Reserved for City Use
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An inspection was performed on the site _____ / _____ / _____ (Date) and [] I concur with percent (%) presented: [] percent (%) as corrected or attached:

Inspector's Signature: _____

Area Supervisor's Signature: _____

D.	Bonds and Agreements Branch - Reserved for City Use
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Lines 15 - 19 to be completed by Bonds and Agreements Branch

15. Date Plan Received: _____ Date Estimate Checked: _____
Plan Submission No.: _____

16. Date Bond Package Mailed: _____
Date Reviewed Plan Received: _____

17. Date Permit Package Mailed: _____
Estimate Checked by: _____

18. Approved for Reduction: _____

Chief, Project Amendment Section, Bonds and Agreements Branch

19. Approved for Establishment: _____

Chief, Project Approval Section, Bonds and Agreements Branch

20. Comments: _____

5. Utilities	Qty.	Unit	Unit Cost	Total	% Comp.	For City Use Only		
						% Confirmed	\$ Amt. To: Date	Unfinished Work

Subtotal =

6. CRITICAL SLOPE STABILIZATION MEASURES								
ITEM	Qty.	Unit	Unit Cost	Total	% Comp.	For City Use Only		
						% Confirmed	\$ Amt. To: Date	Unfinished Work

Subtotal =

7. LANDSCAPE/PROFFER- DEVELOPMENT PLAN FACILITIES								
ITEM	Qty.	Unit	Unit Cost	Total	% Comp.	For City Use Only		
						% Confirmed	\$ Amt. To: Date	Unfinished Work

Subtotal =

8. CALCULATION OF SURETY AMOUNT					For City Use Only		
8a.	SUB TOTAL						
	Plus 5% for Damaged Items						
	SUB TOTAL						
	Plus 10% for Supervision and Administration (but not in excess of \$50,000)						
	SUB TOTAL						
	(*) plus 4% x 0 Year Bond						
	Period for Inflation (0%)						
8b.	TOTAL						

(*) 4% x length of agreement and bond as reported on accompanying construction schedule.
Partial years to be rounded off to the nearest 0.50 years.

NOTE: Section 9 below is to be used by submitting engineer or surveyor to calculate the amount of the conservation deposit only. This amount is separate from the bond amount determined in Section 8 and is not to be included in the total surety amount.

9. CONSERVATION DEPOSIT (SILTATION CONTROL BOND)								
ITEM	Qty.	Unit	Unit Cost	Total	% Comp.	For City Use Only		
						% Confirmed	\$ Amt To Date	Unfinished Work
SUBTOTAL:								
Plus 15% for Supervision, Administration, and Inflation:								
SUBTOTAL:								
Minus 10% (For Two-Phase E&S Control Plan):								
TOTAL:								

10. SIGNATURE AND SEAL OF SUBMITTING ENGINEER OR SURVEYOR

11. SPACE BELOW TO BE COMPLETED FOR REDUCTIONS ONLY

AFFIDAVIT:

I, _____, a Registered Professional Engineer or Licensed Land Surveyor in the Commonwealth of Virginia, do hereby certify that I have personally examined the work in place and have personally supervised the measurement thereof, and that the percentages of the items of work completed as expressed herein represent an accurate and true measure of the work completed to date on this project.

Signature of Engineer/Surveyor

Date

STATE OF _____ :

COUNTY OF _____ :

The foregoing instrument was acknowledged before me this _____ day of _____ 20 _____,

by _____

Type (Print) Name and Title

My Commission expires: _____

NOTARY PUBLIC

REGISTRATION # _____